



JOB DESCRIPTION

Position Title: **Manager**

Working Area: **P.A.Y. Program**

Class Code: 4501

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Administrative and supervisory work responsible for directing all aspects of the Prosecution Alternative for Youth Program.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, implements, organizes, and directs the multi-faceted components of the P.A.Y. Program, including contract negotiations for consultants, instructors, service providers, County worksites, and state agencies.

Initiates and effectively recommends for final approval by the Department Director, hiring, terminations, performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Recruits, supervises, and evaluates the volunteer Hearing Officers and Instructors assisting in the P.A.Y. Program. Trains new Hearing Officers and provides in-service training.

Acts as public relations spokesperson for the program with the media, schools, and civic groups interested in the benefits/operation of the program. Participates in related community activities.

Prepares and administers the division operating budget and monitors expenditures from the approved budget.

Performs statistical analysis of division activities as necessary. Develops immediate and long range goals and objectives to meet the needs of the Division.

Reviews, confirms and modifies when necessary, appeals and decisions of Hearing Officers. Interacts with Juvenile Justice Department for contract compliance. Interacts with the State Attorney's Office for program integrity.

Performs other duties as assigned or as may be necessary.



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Program

Minimum Qualifications

Through knowledge of the procedures and operation of the Juvenile Criminal Justice System. Considerable knowledge of the principles and practices of supervisory and case management techniques. Working knowledge of computer case management systems.

Ability to plan, assign, and direct the activities of the Division. Ability to exercise good judgement in evaluating situations and making decisions. Ability to train and supervise a large volunteer staff. Ability to communicate effectively both orally and in writing. Ability to maintain an effective working relationship with volunteers, subordinates, officials, and the public. Ability to use a personal computer and associated software.

Bachelor's Degree in Business, Public Administration, Organizational Behavior, Psychology Sociology, or Criminal Justice and four (4) years' responsible experience in the Criminal Justice System with one (1) year supervisory experience.

Must possess and maintain a valid Florida Driver's License.

This position is an appointed service Classification.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.